



WEBSITE COMMITTEE

Chair: Joe Bonapace
Grant W. Fletcher

Meeting Agenda Thursday, December 7, 2006 Uxbridge Lower Town Hall

Invited Guests: Jill Myers, Town Manager
Jenn Cederberg, Acting Town Clerk and Assistant to the Town Manager

I. Call to order 7:00PM

II. Minutes

- A. Review and sign previous meeting minutes

III. Old Business

- A. Discuss Town Hall Content Accuracy - Town Charter, Bylaws, Board of Health Regulations, DPW Regulations, ZBA Regulations, Other (?) – Town Manager, Town Clerk
 - Bylaws need to be updated with Town Meeting Amendments
 - Presently all are in a document called “Bylaws”
 - What is the easiest way to maintain and search all Bylaws and Regulations?
 - Discuss/establish policy/practice (one document, separate)
 - BOH Regulations are also now a separate document which conflicts with BOH section in “Bylaws” – which is correct?
 - What department is assigned the responsibility of reviewing documents and providing approved (accurate) documents for posting on the web?
 - Discuss/establish a schedule for each document to be reviewed and approved copy provided for posting
- B. Review Policy for Info@Uxbridge-MA.Gov email – Town Manager
 - Discuss/establish policy/practice for who gets copied on responses

IV. New Business

- A. Discuss “Community Page” Policy/Practices – Town Manager
 - Discuss page design - Committee
- B. Review Administration User Interface for Home Page (Town Hall access for posting agendas, minutes, other documents, maintaining links, updating marquee/scroll) – Town Manager, Assistant Town Manager, Town Clerk
 - Discuss timetable for extending capability to other pages - Committee
- C. Review any current page improvements - Committee

V. Public Comments

VI. Adjourn